

Retention and Classification Report

Agency: Judicial Conduct Commission (3700)

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Records Officer Colin Winchester

28398	Administrative Rules Working Files
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28399	Proposed Legislation Working Files

AGENCY: Judicial Conduct Commission

SERIES: 28398

3

TITLE: Administrative Rules Working Files

DATES: 2002 -

ARRANGEMENT: chronological

DESCRIPTION:

Also known as the administrative record. Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)) Also may include records and other information used by agencies to support rulemaking decisions. Agencies are required to file the administrative record along with their responsive pleadings with the court when the rule is challenged.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 42.

AUTHORIZED: 11/12/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 6 years and then destroy.

AGENCY: Judicial Conduct Commission

SERIES: 28398

TITLE: Administrative Rules Working Files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Judicial Conduct Commission

SERIES: 28400

3

TITLE: Annual Reports

DATES: 1996 -

ARRANGEMENT: chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 11/12/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Judicial Conduct Commission

SERIES: 28400

TITLE: Annual Reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Judicial Conduct Commission

SERIES: 28396

3

TITLE: Discipline files

DATES: 1981 -

ARRANGEMENT: chronological

DESCRIPTION:

These records contain investigative materials, correspondence and pleadings for complaints that resulted in the discipline of a judge. These records are used for both internal and external investigations and discipline.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years and then destroy.

APPRAISAL:

Administrative

The internal investigation records are of value only to the JCC. None else may access the records except as provided in Utah Code 78A-11-112 (2009).

AGENCY: Judicial Conduct Commission

SERIES: 28396

TITLE: Discipline files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. Utah Code 78A-11-112 (2009)

AGENCY: Judicial Conduct Commission

SERIES: 28380

3

TITLE: Dismissed complaint files

DATES: 1981-

ARRANGEMENT: Chronological by year

DESCRIPTION:

Records originating with the review of grievance and appeals raised by agency employees, except Equal Employment Opportunity (EEO) complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after complaint filed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative

These records are of value only to the Judicial Conduct Commission. No one else may access the records except as provided in 78A-11-112.

AGENCY: Judicial Conduct Commission

SERIES: 28380

TITLE: Dismissed complaint files

(continued)

PRIMARY CLASSIFICATION:

Exempt 78A-11-112

AGENCY: Judicial Conduct Commission

SERIES: 28401

3

TITLE: Executive Correspondence

DATES: 2008-

ARRANGEMENT: chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Exempt

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Judicial Conduct Commission

SERIES: 28397

3

TITLE: Meeting Minutes

DATES: 1992 -

ARRANGEMENT: Chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. 78A-11-112

AGENCY: Judicial Conduct Commission

SERIES: 28399

3

TITLE: Proposed Legislation Working Files

DATES: 2002 -

ARRANGEMENT: chronological

DESCRIPTION:

These are drafts and working papers of proposed legislation that affects the Judicial Conduct Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 40.

AUTHORIZED: 11/12/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public